



# **COUNTY OF PLACER CIVIL SERVICE COMMISSION**

**April 9, 2001**

**CIVIL SERVICE COMMISSION**

SYLVIA BESANA, Chair  
RICHARD COSTIGAN, III  
RON LE DOUX, Vice Chair  
WILLIAM STOCKWIN  
JAMES WEBBER

Nancy Nittler, Personnel Director  
Carol Braun, Executive Secretary

## **MINUTES 5:30 P.M.**

County Administrative Center, 175 Fulweiler Avenue, Auburn, CA 95603

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5:10 PM ROLL CALL: Meeting was held at Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA, with all Commissioner's present. Chairman Besana presiding.

**CLOSED SESSION:**

5:15 PM Review of Recommended Merit Increases

**OPEN SESSION - 5:30 PM**

- I. **CLOSED SESSION REPORT:** Chairman Besana announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by Webber and seconded by Stockwin that the merit increases be approved as recommended by the departments. One was denied and to be returned in 90 days. Motion carried unanimously.
- II. **AGENDA APPROVAL:** It was moved by LeDoux and seconded by Costigan to approve the agenda. Motion carried unanimously.
- III. **MINUTES OF PREVIOUS MEETING:** Moved by Stockwin and seconded by Webber that the minutes of March 12, 2001, be approved. Motion carried unanimously.
- IV. **PUBLIC COMMENTS:** None

V. OLD BUSINESS

VI. NEW BUSINESS

A. Reclassification Request.

1. Assessor's Office

It was moved by LeDoux and seconded by Stockwin to approve the reclassification of one Administrative Clerk-Entry/Journey position, range 32.0 to Administrative Secretary, range 36.5 and to non-competitively promote the incumbent pursuant to 3.08.040. Motion carried unanimously.

B. Reclassification Request

1. Health & Human Services

It was moved by Webber and seconded by Costigan to approve the reclassification of one Secretary, Entry/Journey, range 32.5 to Senior Administrative Clerk, range 34.0. Motion carried unanimously.

C. Reclassification Request/New Classification Specification

1. Public Works

It was moved by LeDoux and seconded by Webber to approve the adoption of the new classification specification of Supervising Mechanic; the reclassification of one Supervising Automotive Mechanic, range 43.0 to Supervising Mechanic, range 44.0; the reclassification of one Supervising Equipment Mechanic, range 44.0 to Supervising Mechanic, range 44.0 and to abolish the current classifications of Supervising Automotive Mechanic and Supervising Equipment Mechanic. Motion carried unanimously.

D. Reclassification Request

1. County Clerk/Recorder

It was moved by Stockwin and seconded by Webber to approve the reclassification of one Senior Document Technician, range 37.5 to Recording Services Services Supervisor, range 39.5 and to non-competitively promote the incumbent pursuant to 3.08.040. Motion carried unanimously.

E. Reclassification Request

1. Organizational Development

It was moved by Stockwin and seconded by Webber to approve the reclassification of one Administrative Clerk, Entry/Journey, range 32.0 to Administrative Secretary, range 36.5 and to non-competitively promote the incumbent pursuant to 3.08.040.. Motion carried unanimously.

F. Leave of Absence Extension

1. Building

It was moved by Costigan and seconded by Stockwin to hold over this request to the May 14, 2001 meeting and to inform the employee that further information from the doctor is needed regarding a prognosis for return to work. Motion carried unanimously.

G. Destruction of Non Permanent Records.

It was moved by Webber and seconded by LeDoux to approve the destruction of expired eligible lists that have been inactive for two years. Motion carried unanimously.

H. Work Out of Class

It was moved by Costigan and seconded by LeDoux to approve the work out of class extensions as listed in the staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE: As an information item only, the Commission was advised of the leaves approved by Nancy Nittler, Personnel Director.

VIII. COMMUNICATIONS

A. Provisional Appointments - None

B. Staff Reports and Correspondence - None

IX. ADJOURNMENT: There being nothing further to come before the Commission the meeting was adjourned. The next regular meeting will be held at 5:30 PM, on Monday, May 14, 2001, at 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION

  
SYLVIA BESANA  
CHAIRMAN

  
CAROL BRAUN  
EXECUTIVE SECRETARY